

JOB VACANCY ANNOUNCEMENT

Texas Veterans Commission

1700 North Congress, Suite 800

Austin, Texas 78701

(512) 463-1295

FAX (512) 463-2847

Information Specialist III

Job Posting Number:	16-91R	Monthly Salary:	\$4,000.00 - \$4,400.00
WIT Posting Number	8479128		
State Classification:	Information Specialist III	Class No., Group:	1832, B19
Location:	Austin TVC Headquarters	FLSA Status:	Nonexempt
Work Week:	Monday-Friday, 40 hours/week	Travel:	25%
Posting Date:	08/31/2016	Closing Date:	Until Filled

NOTE: Applicants who previously applied on TVC Job Posting 16-91/WIT# 5156338 DO NOT need to reapply. The current application is still under consideration.

Job Summary: This position serves as an integral member of the agency's Communications team. Position performs highly complex (Senior Level) outreach, informational, and communications work that includes driving awareness of the Texas Veterans Commission's various programs. Work includes, but is not limited to, the coordination of both internal and external resources for seminars, on-site participation of seminars, and the effective writing, editing, and production of printed, audiovisual, online, and social media communications, and media support.

Minimum Education: Bachelor's Degree from an accredited four-year college or university with major course work in journalism, public relations, advertising, communications, or related field. Experience and education may be substituted for one another.

Experience: Three years of experience in writing, scripting, editing, or media relations work.

Job Duties:

- Ensures all supplies/marketing materials are available at seminar, training, and outreach events.
- Participates in seminar and training events by facilitating registration process, ensuring external resources are informed and photographing events.
- Coordinates with onsite staff at seminars and training events to ensure audiovisual equipment such as cameras, lights, and microphones are on-hand and operational.
- Shoots photos and videos.
- Drives awareness of programs by participating/staffing a booth in external events to include but not be limited to, tradeshow and benefit fairs.
- Coordinates with Agency's Communications and Veterans Outreach Department to ensure messaging is aligned with agency's broader mission.
- Promotes the agency via Social Media to include, but not be limited to Facebook, Twitter, and YouTube.
- Prepares and distributes program related publications, including email campaigns, news, newsletters, and informational releases.
- Works with internal Communications and Veterans Outreach staff to facilitate photographic work, including color correction, special effects, and slide duplication.
- Updates database by inputting data from events and requests.
- Designs and creates graphic images for programs and exhibits.
- Writes and edits articles and press releases.
- Writes, scripts, and edits media relations work.
- Develops program specific marketing plans and promotional campaigns.
- Performs related work as assigned.

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Knowledge, Skills and Abilities:

- Knowledge of veteran issues.
- Knowledge of program planning and the coordination of activities, events, and projects.
- Knowledge of basic HTML and content management systems.
- Knowledge of WordPress software.
- Knowledge of Adobe Creative Cloud and its associated software programs.
- Skill in editorial and design concepts and practices, and in the use of computers and applicable software.
- Skill in developing and maintaining a cooperative working relationship with partners and stakeholders.
- Skill in oral and written communications, in instructing others, in facilitating workshops.
- Exceptional ability to communicate both orally and in writing
- Ability to research and prepare information.
- Ability to compose online content.
- Ability to prepare copy and scripts.

Preferred Qualifications:

OIF/OEF/OND Veteran preferred.
Familiarity with the Associated Press (AP) writing style
Familiarity with Customer Relationship Management systems

Additional Requirements:

A valid Texas driver's license is required.

Environmental & Physical Conditions:

Normal office work environment, mostly sedentary in nature. May involve walking; standing; remaining stationary for long periods of time; pulling and pushing; kneeling, stooping and bending; and safely lifting and carrying items weighing up to 30 pounds. Work involves extensive telephone usage and repetitive hand/wrist/finger motions while using the computer.

Military Crosswalk information:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_InformationandCommunication.pdf

To Apply: (3 Options)

1. Submit a complete (no blanks) State of Texas Employment Application (including required documents, DD214 member #4, and Benefits Letter) (if applicable) to:
human.resources@tvc.texas.gov;
2. Mail a complete application (including required documents) to the Texas Veterans Commission, Attn: Cheryl Sites, Human Resources Specialist, P.O. Box 12277, Austin, TX 78711. Applications must be postmarked by the closing date in order to be considered for this posting;
3. or through <https://wit.twc.state.tx.us>. Applicant should follow-up with required documents.

Resumes will not be accepted in lieu of the State of Texas application.

Applications may be requested from the Texas Veterans Commission, 1700 N. Congress, Suite 800, Austin, TX 78711 at (512) 463-6564 or downloaded from the Texas Workforce Commission website.

In order to receive Veterans' preference, a copy of Form DD#214 member # 4, must be submitted with the State of Texas Application.

This position has been designated as a security sensitive position. A criminal background investigation will be conducted on the final candidate for this position.

Contact:

Human Resources 512-463-6564



AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Texas Veterans Commission does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in employment or the provision of services.

The Texas Veterans Commission is committed to hiring Veterans and is proud to employ the highest percentage of Veterans among all state agencies.

Please call Human Resources at (512) 463-6564 with questions or for additional information.